**Pre-Training Preparations**  
Web Based Tools to Enhance Learning and Teacher Organization

1. **Complete Training Plan Checklist**

Refer to the detailed planning checklist in the Appendix. (Web Based Tools Training Plan Checklist). Use this form for identifying your needs, managing logistics, marketing your session, and developing your training agenda. Sign in sheets are provided in this planning packet.

1. **Prepare Tools to Be Used in Training**Refer to the Appendix for tutorials on creating a workspace using each of the following technology tools:

Pirate Pad (Introduction Activity)

Google Docs (Collaboration Activity)

VoiceThread (Communication Activity)

Wikispaces (Creativity Activity)

1. **Prepare Hyperlinks to All Web Tools**

Two methods of delivering convenient hyperlinks to participants are recommended.

1. **Document**Open a Word document and list the URLs for each site to be visited. Use **Links to Web Tools Handout** as a guide.
2. **Wiki**

Create a wiki with a simple name. To create a hyperlink on wikispaces, follow these directions:

1. Copy the URL of the website you want to link to the wiki
2. Highlight the text you want to turn into a link and click the **Link** icon on the edit toolbar (hint: it looks like a chain)
3. Click the **External Link** tab to link to a page outside the wiki
4. Click the **Add Link** button

Participants should go to this wiki to access the links.

1. **Prepare Surveys for Closing**

Using the tutorial for SM in the App, create a survey for the closing of your training session. This survey will serve several purposes. Fist, the survey will reveal the effectiveness of the overall training session. Also, you should receive feedback on the organization and delivery of the session. Finally, the survey will help you identify how teachers plan to use the web-based tools introduced in the session.

Here are some sample questions you might include in your survey.

1. Rate this training session’s effectiveness in the following areas:  
  
 Organization, Delivery, Tool’s Potential for Use, Activities

Rating Scale: Excellent, Good, Fair, and Poor

2. How helpful will a library of “Unwrapping a Technology Tool” forms be for you?  
  
Rating Scale: Excellent, Good, Fair, and Poor

3. What suggestions can you offer for this training that will help improve it for other teachers?

4. Describe how you plan to integrate one of these tools into your instruction.